

## Practice and Procedure for the new Permit Processing System: For Applicant

Starting February 2, 2014 the Cook County Department of Building and Zoning will be accepting digital permit applications. Applicants are required to submit one digital format of the application as part of their submittal. Application CD/DVD or other device can be dropped off along with the deposit check. Application can also be sent via email. Applicant will receive their Permit# via email and can check the status online. Applicants that have digital files that are **10MB or less** are encouraged to email their submittals to the following address: [intake.bnz@cookcountyil.gov](mailto:intake.bnz@cookcountyil.gov)

The deposit fee (1/10<sup>th</sup> of 1% of the estimated cost of work or \$25.00 whichever is greater) should be mailed to the department at:

Cook County Building and Zoning Department-Permits  
69 W. Washington, Suite 2830  
Chicago, Illinois 60602

Check to be made out to "Cook County Collector" with the Permit# in the memo.

### **Scanning Requirements for digital submission:**

Scan all drawings at their original size and scale. Do not reduce or shrink them.

All documents and drawings scanned are to be in portable document format (pdf) at an adequate resolution for viewing at the scale the documents were originally drawn to.

All plats of survey are to be prepared by an Illinois licensed and registered surveyor and then scanned for submittal. (Survey should be no more than five (5) years old at the time of submission)

All site plans, engineering drawings, architectural drawings and detailed construction drawings are to be prepared by an Illinois licensed professional (wet signed and sealed) before they are scanned for submittal. They are to be scanned as one document and each drawing or page should be named accordingly in the index of the pdfs.

All Letters of Intent, Scope of Work, Structural Analysis, Reports, Studies, or any other documents will be scanned as one pdf.

### **Revised Submittals:**

All revised submittals will include the original submittal plus the corrected drawings. The voided drawings will be marked **"VOID"** in the upper right hand corner.

If there are Engineering Drawings that are being revised the entire set will be submitted in a similar manner and include all Architectural drawings as well as Engineering drawings with revisions. And voided sheets marked **"VOID"**

All resubmittals can be emailed to:  
[permitcontrol.bnz@cookcountyil.gov](mailto:permitcontrol.bnz@cookcountyil.gov)

Once the permit is ready the applicant will receive an Invoice. When the invoice is paid the applicant will get an email with approved drawings that they will have to print and have them ready for the Site inspection before the work starts.